AIR TRAFFIC CONTROL TRAINING SERIES

MANAGEMENT

AIRFIELD OPERATIONS FLIGHT OFFICER
AIR TRAFFIC CONTROL

TRAINING GUIDE

1 April 1998

FOREWORD

<u>PURPOSE</u>: This publication is a guide designed to enhance the training of USAF airfield operations officers on duties within the Airfield Operations Flight. It is not intended to replace, substitute for, or supersede official regulations, directives, or procedures.

CRAIG M. LITTLE, Colonel, USAF
Director, Airfield Operations

CORRECTIONS TO "AT" TRAINING SERIES

When you encounter an item that is not correct or needs clarification, write to us about it. Use this page and reference the series number, the page, and paragraph number. State briefly what is wrong and then write your correction or suggestion to correct or improve it. Detach this page from the booklet and return it to:

> HQ AFFSA/XAOT
> 1535 COMMAND DRIVE, SUITE D-304
> ANDREWS AFB, MD 20762-7002

You can also e-mail the above information to us at AFFSA.XAOT@andrews.af.mil. Also remember to browse the HQ AFFSA/XAO Homepage for information on current training news and products. The internet address is http://andrews.af.mil/tenants/affsa/xao.htm.

Airfield Operations Flight Officer
Air Traffic Control Training Guide

Introduction

This guide was developed to enhance training for newly assigned airfield operations officers in air traffic control operations and procedures. It focuses on hands-on training on duties typically performed at the unit level. It may also be useful for training senior NCOs assigned to the Airfield Operations Flight (AOF) and refresher training for staff officers returning to operational assignments. The guide was designed to build upon training and information provided during the Air Traffic Control Officer Training Program (OTP) conducted at Tyndall AFB, FL and Altus AFB, OK. As such, it serves as a link between training provided in the academic environment and duty performance in the field. The majority of duties common to most facilities are included, however many bases have unique requirements an AOF officer must be knowledgeable of in order to be effective. Trainers are urged to incorporate these site-specific duties into the training program.

This guide was developed for trainers to use as a supplement to actual, on-going management issues and should take between six to twelve months to complete. When necessary, trainers should develop simulations to provide hands-on experience. AOF officers should work through this guide while obtaining required facility ratings or certifications, maximizing the overall training effort. Trainees do not have to complete projects in any particular order, but they are arranged here in the order an AOF officer would most likely experience them.   In fact, when actual events occur (mishap, HATR, Airfield Operations Board, etc.), the trainer should open the appropriate lesson and provide the trainee with actual, hands-on training throughout the event.

Please forward comments and/or recommendations for this guide to HQ AFFSA/XATF. DSN 858-2172/2175 or E-Mail AFFSA.XATF@andrews.af.mil.

Instructions to the AOF Officer

Review this guide with your trainer (usually the Airfield Operations Flight Commander (AOF/CC) prior to beginning training. Decide which project(s) you should start with, and enter start date(s) as required. While working these projects, don't hesitate to talk to other Airfield Operations officers and Senior NCOs at your base to gain the benefit of their experience. Your trainer should review each project after completion, then both of you sign the project off. When a project requires you to visit a facility or interview an individual on base, be sure to do it—it's your opportunity to get the information and tools you'll need to be effective in your job. Most projects should be completed using actual on-the-job scenarios; however, some projects may require simulated or hypothetical scenarios to keep training flowing smoothly. Be proactive in seeking feedback from your trainer on each project. Don't be afraid to ask questions. You must clearly understand what is expected in each situation, and why the task is being accomplished. After completion, maintain a record of this training in your AF Form 623. Good Luck!

Instructions to the Trainer

Review this guide with your trainee. To the extent possible, schedule projects to coincide with actual events or projects in your unit. For example, schedule the block on the Airfield Operations Board when actually preparing for one of your AOB meetings. Simulated scenarios may be used when accomplishing the project if using an actual scenario is not practical. Review each project with the trainee and let him/her know exactly what is expected and when the project should be completed. Offer guidance when the trainee needs it and thoroughly review each project as it is done. Quality guidance and feedback are crucial to the trainee's learning experience. Remember, you're not just training a new officer, you're establishing his/her foundation of knowledge and ability for success in our career field.

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<u>Lesson I</u>

Start Date_____
Date Completed_____
Trainer/Trainee Initials____/____
AOF/CC Initials_____

SQUADRON ORGANIZATION AND CHAIN OF COMMAND

OBJECTIVE: To familiarize the AOF officer with the flights and key tasks within the Operations Support Squadron. To inform trainees on the missions of various base support agencies and how these agencies interact with the AOF.

TECHNICAL REFERENCES: AFI 13-203, FAAO 7210.3, AFI 91-202

KNOWLEDGE: Discuss key functions with the appropriate organizational representative.

TASKS:

1. Schedule a tour of the following facilities. Discuss the facility or office role and how it interacts with AOF officers and/or the AOF.

1.1. Squadron command section including:

1.1.1. Commander

1.1.2. Operations Officer (Obtain unit mission brief.)

1.1.3. First Sergeant

1.1.4. Squadron Section Commander/Orderly Room

1.2. Each flight in the squadron of assignment

1.3. Weather Flight Commander (if not included in 1.2 above.)

1.4. Communications Squadron flights/elements including:

1.4.1. Radar maintenance

1.4.2. Radio maintenance

1.4.3. METNAV maintenance

1.4.4. Plans and Programs Office (Emphasis: Pending equipment upgrades, replacements, etc.)

1.4.5. Maintenance Control function

1.5. Airspace manager

1.6. Operations Group Standardization/Evaluation

1.7. Wing Flying Safety Officer (Emphasis: AOF involvement in the Mid Air Collision Avoidance (MACA) Program; Hazardous Air Traffic Reports (recent history, investigations, etc.); Airfield Environment (Bird-Aircraft Strike Hazard))

1.8. The Federal Aviation Administration (FAA) Air Traffic Representative (ATREP) (if one is assigned locally)

1.9. Local FAA, contract, or host nation facility managers

1.10. Squadron/Group resource advisor (Emphasis: IMPAC card procedures; local budgeting process/timelines)

1.11. Legal Office

1.12. Social Actions Office

1.13. Aerospace Medicine and Physical Examinations sections

1.14. Civil Engineering offices (Environmental, Construction)

1.15. Chief, Command Post

1.16. Base Contracting Office (Emphasis: Importance of involving AOF in earliest phases of airfield project planning)

1.17. Civilian Personnel Office (if civilians are assigned to the flight)

1.18. Wing Flying Scheduling Office

1.19. Local Area ATC Facilities, Satellite Airport (including flight schools and fixed base operators)

1.20. Aero Club (If applicable)

1.21. Public Affairs (Emphasis: How they handle noise complaints; Tours of ATC facilities)

2. Discuss the functions of the Air Traffic Representative (ATREP) and Air Force Representative (AFREP) with your trainer.

3. Attend the Lieutenant's Professional Development Course, if available.

<u>Lesson II</u>

Start Date_____
Date Completed_____
Trainer/Trainee Initials____/____
AOF/CC Initials_____

AIR TRAFFIC CONTROL ADMINISTRATIVE PROCEDURES

OBJECTIVE: To familiarize the AOF officer with the types of documentation developed and maintained in a typical AOF facility. To provide hands-on experience developing local operating procedures (LOPs). To familiarize the AOF officer with files documentation/disposition. To familiarize the AOF officer with handling of classified information.

TECHNICAL REFERENCES: AFI 13-203, AFI 13-218, AFI 31-401, AFI 37-123, AFI 37-160V1, FAAO 7210.3, Base Airfield Operations Instruction, Executive Order 12958

KNOWLEDGE: Know and understand the following:

1. Discuss development of LOPs, including letters of agreement (LOAs), operations letters, flight/facility instructions, etc., with your trainer. (Emphasis: LOPs requiring MAJCOM approval; approval process)
        TR: AFI 13-203, chapter 10; FAAO 7210.3

2. Discuss files preparation and maintenance with the flight or unit information manager. (Emphasis: Periodic maintenance)
        TR: AFI 37-123

3. Discuss how classified information is protected, marked, transmitted, and stored.
AFI 31-401; Executive Order 12958

TASKS:

1. Identify all items from AFI 13-203 that must be included in an LOP. Review all LOPs to ensure that AFI 13-203 items are included. Identify items from AFI 13-203 that are not covered by an LOP and coordinate corrective action.
        TR: AFI 13-203; AFI 13-218

2. Review all LOPs requiring MAJCOM approval and ensure an approval letter for each LOP is on file. Identify LOPs missing appropriate approval letters.
        TR: AFI 13-203, chapter 10

3. Draft or revise an actual or sample flight Operating Instruction (OI) and a cover letter requesting MAJCOM approval. Discuss contents of each with your trainer.

TR: AFI 37-160V1

4. Discuss which base agencies need to coordinate on revisions to the base airfield operations instruction. Include Publications Distributions Office requirements.
       TR: Base Airfield Operations Instruction

5. Review office files with the information manager. Know the location and disposition requirements for the items listed below:
       TR: AFI 37-123, Tables 60-1, 60-3; AFI 127-1

5.1. Facility logs, equipment outage logs, position logs

5.2. Military Air Traffic Activity Reports (automated and hard copy)

5.3. Airfield Operations, ATCALS, and Training Review Board (TRB) agenda and minutes

5.4. HATR/aircraft mishap data

5.5. Manpower standard computation data

5.6. ATSEP, ORI, ORE reports and replies to discrepancies (observations/problems, status)

5.7. Flight inspection data (including commissioning information)

6. Help the Information Manager (IM) file code documentation, paying attention to how the IM specialist determines where documentation should be filed
       TR: AFI 37-123, chapter 4

7. Review the flight/squadron internal security program with the flight/squadron security manager. Inspect the AOFs classified files (if applicable) for proper markings/storage
       TR: Executive Order 12958; AFI 31-401; LOPs

<u>Lesson III</u>

Start Date_____
Date Completed_____
Trainer/Trainee Initials____/____
AOF/CC Initials_____

FACILITY OPERATIONS

OBJECTIVE: To provide a working knowledge of the logs and forms maintained in a typical ATC facility. To identify individuals responsible for accomplishing each form, how the information is used to record facility operations, and how they help keep managers informed of events in each facility.

TECHNICAL REFERENCES: AFI 13-203, AFI 31-209, FAAO 7210.3, LOPs

KNOWLEDGE: Discuss the following subjects with your trainer or appropriate facility chief controller:

1. Facility logs and forms
       TR: AFI 13-203, chapter 11

2. Pre-duty familiarization procedures
       TR: FAAO 7210.3

3. Tape/cassette change procedures
       TR: AFI 13-203, chapter 1; LOPs

4. Emergency frequency checks/override checks/bail out alarm checks
       TR: AFI 13-203, chapter 1

5. Primary and Secondary Crash phone check procedures
       TR: AFI 13-203, chapter 1

6. Facility operating hours and opening/closing procedures
       TR: AFI 13-203, chapter 1; FAAO 7210.3

7. Facility security procedures
       TR: AFI 13-203, chapter 11; AFI 31-209, chapter 4

8. Alternate ATC facilities (if applicable) opening/closing procedures
       TR: LOPs

TASKS:

1. Visit each ATC facility (including alternate facilities where applicable). Coordinate all actions with your trainer and Facility Chief Controller (CCTLR).
>   TR: Facility CCTLR

2. Review a one week period of facility logs and forms. Learn what items need follow-up and how it is documented.
>   TR: AFI 13-203, chapter 11

3. Attend a pre-duty familiarization briefing in an ATC facility. (Best opportunity would be to attend briefings while in facility training.) Learn what information is passed to controllers before they begin a shift.
>   TR: FAAO 7210.3

4. Observe facility controllers conducting opening and closing operations (where applicable). Include alternate facilities (where applicable).
>   TR: AFI 13-203, chapter 1; LOPs

5. Observe/help a CCTLR prepare a one-month duty schedule. (Emphasis: integration of ancillary training appointments, other appointments, leave, TDY, etc.)
>   TR: Facility CCTLR

6. Perform a tape/cassette change under the supervision of a certified controller.
>   TR: AFI 13-203, chapter 1; FAAO 7210.3

<u>Lesson IV</u>

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Start Date_____
Date Completed_____
Trainer/Trainee Initials____/____
AOF/CC Initials_____
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MEDICAL REQUIREMENTS

OBJECTIVE: To provide a working knowledge of the medical requirements for air traffic controllers. Includes scheduling controller physicals, identifying controllers needing physicals, and documenting controller qualification/temporary disqualification.

TECHNICAL REFERENCES: AFI 13-203, AFI 48-123

KNOWLEDGE: Discuss the following with your trainer and/or individual responsible for scheduling/monitoring controller physicals:

1. Medical requirements for air traffic controllers
       TR: AFI 48-123

2. Local procedures for tracking air traffic controller medical qualification
       TR: LOPs

3. Scheduling controller physicals and notification procedures
       TR: AFI 48-123, chapter 7; LOPs

4. Notification procedures for DNIC controllers and controllers returned to status
       TR: AFI 48-123, chapter 9; LOPs

5. Medical disqualification of controllers
       TR: AFI 48-123, Chapter 8

TASKS:

1. Review facility records of controller medical qualification for ATC duty. Identify any controllers overdue for physicals.
       TR: AFI 48-123, chapter 9; LOPs

2. Review LOPs to identify person(s) locally responsible for controller medical qualification.
       TR: LOPs

Lesson V

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Start Date_____
Date Completed_____
Trainer/Trainee Initials_____/____
AOF/CC Initials_____
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PERSONNEL MANAGEMENT ACTIONS

OBJECTIVE: To provide a working knowledge of personnel systems typically used in the AOF. To introduce management tools available, including the Unit Personnel Management Roster (UPMR) and Unit Manning Document (UMD).

TECHNICAL REFERENCES: AFMAN 36-2622V1, AFI 36-2101, DODH7045-7

KNOWLEDGE:

1. Discuss manning policies and procedures for assigning inbound controllers to facilities with your trainer.
    TR: Facility CCTLR(s)

2. Review the UPMR with your trainer. Discuss the meaning and use of position numbers and how the roster is used to manage personnel assigned to facilities. (Emphasis: Right *faces* in correct *places*.)
    TR: AFMAN 36-2622V1; DODH7045-7; Facility CCTLR(s)

3. Review the UMD with your trainer and discuss how this differs from the UPMR.
    TR: DODH7045-7

4. Discuss procedures for accomplishing routine personnel actions (duty title change, position number change, rater change, etc.) with your trainer or IM specialist.
    TR: AFMAN 36-2622V1; Facility CCTLR(s); LOPs

5. Discuss procedures for upgrading skill level and awarding Special Experience Identifiers (SEIs) with your trainer or IM specialist.
    TR: AFI 36-2101, Chapter 1; Facility CCTLR(s)

6. Discuss flight and squadron indoctrination procedures checklists. Include purpose of/completing initial allocation notice.
    TR: Checklists; LOPs

7. Discuss and explain the difference between a control, duty, and primary AFSC.
    TR: AFI 36-2101, Chapter 2

8. Discuss the minimum requirements for a 3-level controller to be considered a *qualified* controller.

TR: AFI 13-203, Glossary

9. Discuss emergency staffing level (ESL) with your trainer.
    TR: AFI 13-203

TASKS:

1. Conduct a review of the UPMR. Identify necessary corrections, coordinate them (as required,) and initiate change action.
    TR: AFMAN 36-2622V1; UPMR

2. Observe actions taken by a supervisor or other official to upgrade a controller's AFSC or award an SEI.
    TR: AFI 36-2101, Chapter 1

3. Review personnel action related items on flight/squadron in-processing checklists; determine if new items are needed/unnecessary items should be deleted.
    TR: Checklists

4. Calculate ESL for at least one of your ATC facilities.
    TR: AFI 13-203

Lesson VI

Start Date_____
Date Completed_____
Trainer/Trainee Initials____/____
AOF/CC Initials_____

MANPOWER STANDARDS

OBJECTIVE: To provide hands-on experience determining and validating manpower requirements for a typical ATC facility. To understand the responsibilities of an AOF officer in determining and validating manpower requirements, including variances to the manpower standard for each facility.

TECHNICAL REFERENCES: AFI 38-205, AFI 38-208V1, Air Force Manpower Standard (AFMS) 13E1

KNOWLEDGE:

1. Review the most recent manpower standard computations. Discuss how the computations were done with your trainer.
        TR: AFMS; local manpower computations

2. Review the current AFMD for airfield operations. Discuss its contents and use with your trainer.
        TR: AFMS; local manpower computations

3. Discuss any approved variations to the manpower standard authorized at your unit with your trainer.
        TR: AFMS; local manpower computations

TASKS:

1. Compute the applicable manpower standards for at least one of your facilities, simulating the removal of one control position or reduction of operating hours. Compare the results to the *current* approved manpower standard computations.
        TR: AFMS; local manpower computations

2. Prepare an actual or sample manpower change request to increase/decrease one manpower authorization.
        TR: AFI 38-208V1; AFMS

<u>Lesson VII</u>

Start Date_____
Date Completed_____
Trainer/Trainee Initials____/____
AOF/CC Initials_____

ENLISTED/OFFICER PERFORMANCE REPORTS (EPR/OPR)

OBJECTIVE: To provide hands-on experience drafting and editing performance reports in a supervised environment. To establish an understanding of the enlisted and officer promotion systems and the importance of performance reports in each system. To provide information on local policies, procedures, and coordination requirements for performance reports. Note: Trainees should not serve as reporting official until this lesson is complete.

TECHNICAL REFERENCES: AFI 36-2401; AFI 36-2402, AFI 36-2403, AFPAM 36-2404

KNOWLEDGE: Discuss the following with your trainer:

1. Key terms and phrases in the performance report review process
        TR: AFI 36-2402; AFI 36-2403

2. The use of feedback including local suspense systems for tracking feedback accomplishment
        TR: AFI 36-2402, chapter 2; AFI 36-2403, chapter 2

3. How to conduct feedback
        TR: AFI 36-2403, chapter 2

4. Preparation and use of job descriptions
        TR: AFI 36-2402, chapter 3; AFI 36-2403, chapter 4

5. Preparing and using bullet statements including local policies concerning bullet development
        TR: AFI 36-2402, chapter 3; AFI 36-2403, chapter 4; LOPs

6. The local EPR/OPR review process
        TR: LOPs

7. The trainee's (current and future) responsibilities in the performance report review process
        TR: LOPs

8. Local procedures for preparing and coordinating a performance report package
        TR: LOPs

9. Importance of the PC III EPR/OPR roster

TR: EPR/OPR roster

TASKS:

1. Prepare a simulated performance feedback report on one of your trainer's subordinates.
    TR: AFI 36-2403, chapter 2; AFI 36-2402, chapter 2

2. Prepare a sample EPR (poor performer) with required document for a referral report.
    TR: AFI 36-2403, chapter 7

3. Prepare sample recommended endorsements for a SNCO (rated by your trainer) EPR.
    TR: AFI 36-2403, chapter 4

Lesson VIII

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Start Date_____

Date Completed_____

Trainer/Trainee Initials____/____

AOF/CC Initials_____

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RECOGNITION PROGRAMS

OBJECTIVE: To provide hands-on experience managing local quarterly/annual awards programs, nominations for MAJCOM and AFFSA level awards, Aircraft Save Award nominations, and Stripes for Exceptional Performers (STEP) packages. To familiarize AOF officers with the requirements for award of the basic, senior, and master ATC and Command and Control Operations badges for officer and enlisted personnel.

TECHNICAL REFERENCES: AFI 36-2502, AFI 36-2807, AFI 36-2923

KNOWLEDGE:

1. Review requirements for Lieutenant General Gordon A. Blake Aircraft Save Award submissions and discuss them with your trainer.
    TR: AFI 36-2807, chapter 5

2. Discuss local or command policies on routing of "Save" nominations, decoration policies, etc. with your trainer.
    TR: AFI 36-2807, chapter 5

3. Review past aircraft "save" submissions.
    TR: Administrative files

4. Review requirements for AOF annual award submissions.
    TR: AFI 36-2807, chapter 5

5. Discuss local procedures for selecting nominees and submitting AOF annual awards nominations with your trainer.
    TR: AFI 36-2807, chapter 5; LOPs.

6. Review previous AOF annual award nominations. Compare the nominations against criteria.
    TR: Administrative files

7. Review previous base quarterly/annual award nominations and compare against award criteria.
    TR: Administrative files

8. Review previous STEP nominations. Compare the nominations against award criteria.

TR: AFI 36-2502; local guidance; administrative files

9. Review criteria for award of the basic, senior, and master ATC and Command and Control Operations badges.
	TR: AFI 36-2923

TASKS:

1. Prepare a sample or actual AOF annual awards package in any category.
	TR: AFI 36-2807, chapter 5

2. Prepare a sample or actual Lieutenant General Gordon A. Blake Aircraft Save nomination including decoration nomination if command or local policy dictates.
	TR: AFI 36-2807, chapter 5

<u>Lesson IX</u>

Start Date_____
Date Completed_____
Trainer/Trainee Initials____/____
AOF/CC Initials_____

TRAINING MANAGEMENT

OBJECTIVE: To provide a working knowledge of AOF training programs. To familiarize AOF officers with the basic USAF OJT program and the Controller Development Program (CDP), Training Review Board (TRB), training evaluations, monitoring training progress, and actions taken for trainees experiencing difficulty. To outline ATC certification and withdrawal procedures.

TECHNICAL REFERENCES: AFI 13-203, AFI 36-2201, FAAO 7220.1, AT-M-02, LOPs, Controller Development Program (CDP)

KNOWLEDGE:

1. Discuss the following with your trainer, the Chief, Air Traffic Control Training (CATCT), and the Facility CCTLR(s):

1.1. Structure of the basic USAF OJT program
        TR: AFI 36-2201

1.2. Structure and development of the controller development program (CDP)
        TR: AFI 13-203, chapter 6; AT-M-02

1.3. Preparation, use, and review of training records and documentation
        TR: AFI 13-203, chapter 6; AFI 36-2201

1.4. ATC Withdrawals:

1.4.1. Types of withdrawal actions
        TR: AFI 13-203, chapter 9

1.4.2. Certificate cancellations and suspensions
        TR: AFI 13-203, chapter 7

1.4.3. Coordination/interaction with Aerospace Medicine and Mental Health for certain withdrawal actions
        TR: AFI 13-203, chapter 9

1.4.4. Coordination/interaction with Social Actions for certain withdrawal actions

TR: AFI 13-203, chapter 9

1.4.5. Coordination and action required by the unit commander in withdrawal actions
TR: AFI 13-203, chapter 7

1.4.6. Preparation of withdrawal packages
TR: AFI 13-203, chapter 8

1.4.7. Coordination and review of withdrawal packages
TR: AFI 13-203, chapter 9

2. Discuss the following with your trainer and the Chief, Standardization and Evaluation (CSE)

2.1. Position certification/facility rating procedures
TR: AFI 13-203, chapter 8

2.2. ATCS and CTO issue and cancellations
TR: AFI 13-203, chapter 8

3. Discuss the following with the CSE, facility CCTLRs, and your trainer:

3.1. Facility rating suspensions
TR: AFI 13-203, chapter 8

3.2. Certification/facility rating cancellations
TR: AFI 13-203, chapter 8

3.3. Special evaluations
TR: AFI 13-203, chapter 8

4.   Discuss the requirement and agenda items for conducting a Training Review Board (TRB).
TR: AFI 13-203, chapter 6

TASKS:

1. After obtaining a position certification IAW AFI 13-203, discuss the effectiveness of the CDP with your trainer, the CATCT, and Facility CCTLR(s).
TR: CDP

2. Review at least five training eval from each ATC facility. Discuss trends and problems with the Facility CCTLR(s), CATCT and your trainer; make recommendations to correct trends.
TR: AFI 36-2201

3. Participate in a simulator scenario using the ATCTD, if available. Discuss the effectiveness of the scenario with your trainer and the CATCT.
    TR: CDP; AT-M-02

4. Prepare sample or actual documentation to designate an individual as an FAA CTO examiner.
    TR: AFI 13-203, chapter 8; FAAO 7220.1

5. Observe the CSE while performing a position certification. Discuss observations and results with your trainer, the CSE, and Facility CCTLR(s).
    TR: AFI 13-203, chapter 8

6. If withdrawal action becomes necessary in one of the ATC facilities, prepare and coordinate a withdrawal package under the supervision of your trainer and/or the CATCT. Obtain required letters and statements. Schedule/plan meetings with the unit commander and required agencies. (If no withdrawal action occurs while doing this guide, review documentation on a previously completed package.)
    TR: AFI 13-203, chapter 9

7. Prepare agenda and attend an AOF TRB.
    TR: AFI 13-203, chapter 6

Lesson X

Start Date_____
Date Completed_____
Trainer/Trainee Initials____/____
AOF/CC Initials_____

TERMINAL INSTRUMENT PROCEDURES (TERPS)

OBJECTIVE: To familiarize individuals with the unit TERPS program, including responsibilities for procedure preparation, coordination, publication, and maintenance of TERPS products. To make AOF officers more aware of their responsibilities under the unit TERPS program.

TECHNICAL REFERENCES: AFJMAN 11-226, AFMAN 11-230, AFI 13-203, AFMAN 13-215, AFI 14-205, AFI 32-7061, AFI 32-7062, AFI 32-7063, FAAO 8240.36, FAAO 8260.19

KNOWLEDGE: Discuss the following with the TERPS specialist and/or your trainer:

1. Requirements for and use of maps, CE tabs, and Charting Update Manuals (CHUM)
       TR: AFJMAN 11-226; AFM 11-230; AFI 14-205

2. Essential equipment, space, and time required for the TERPS specialist to effectively perform TERPS duties
       TR: Local TERPS Specialist; AOF/CC

3. Procedures and programs maintained/developed by the TERPS specialist
       TR: AFMAN 11-230; Local TERPS Files

4. Instrument procedure coordination process including flyability check and flight inspection
       TR: AFMAN 11-230

5. Role of the MAJCOM TERPS section and Air Force Flight Standards Agency (AFFSA) in the TERPS coordination and review process
       TR: AFMAN 11-230

6. Procedures for requesting radar video maps through the National Imagery and Mapping Agency (NIMA), DBRITE maps through Tinker AFB (ESC/OL-D/E), and local development of digital maps for the Video Map Generator (VMG)
       TR: AFMAN 13-215

7. Role of the base civil engineer in coordinating a Request for Environmental Impact Analysis (AF Form 813) and Air Installation Compatible Use Zone (AICUZ) study
       TR: AFMAN 13-215; AFI 32-7061; AFI 32-7062; AFI 32-7063; Civil Engineering offices

8. Facility Data Sheets and the importance of keeping these up to date with the TERPS specialist
       TR: AFJMAN 11-225; AFJMAN 11-226; AFMAN 11-230; AFI 13-203; FAAO 8240.36;
FAAO 8260.19; Base Civil Engineering offices

9. Role of an obstacle data base in the development and evaluation of instrument procedures with the
TERPS specialist
       TR: AFJMAN 11-226; AFMAN 11-230; AFI 13-203

10. Minimum Vectoring Altitude (MVA) and Minimum Safe Altitude Warning (MSAW) with the
TERPS specialist
       TR: AFJMAN 11-226; AFI 13-203; AFMAN 13-215; AFMAN 11-230

11. Importance of a thorough annual TERPS review
       TR: AFJMAN 11-226; AFMAN 11-230

12. TERPS automation
       TR: AFJMAN 11-226; AFMAN 11-230

TASKS:

1. Review the local TERPS automation database and files with the local TERPS specialist.
       TR: AFMAN 11-230

2. Review instrument procedure waivers and discuss the waiver coordination process with the unit
TERPS specialist.
       TR: AFMAN 11-230

3. Review your facility data sheets with the unit TERPS specialist.
       TR: AFMAN 11-230; FAAO 8240.36

4. Visit the Base Civil Engineering offices responsible for environmental issues and airfield construction
and discuss the relationship required between CE and ATC in making TERPS a successful program.
       TR: AFI 32-7062

5. Discuss the latest annual TERPS review with the TERPS specialist.
       TR: AFMAN 11-230

Lesson XI

Start Date_____
Date Completed_____
Trainer/Trainee Initials_____/_____
AOF/CC Initials_____

FLIGHT INSPECTIONS

OBJECTIVE: Provides knowledge and skills to manage a flight inspection monitoring program. Provide skills needed to schedule, and coordinate flight inspections and maintain necessary flight inspection documentation.

TECHNICAL REFERENCES: AFMAN 11-225

KNOWLEDGE: Discuss the following with your trainer:

1. Facility flight inspection tracking and scheduling procedures
        TR: Local administrative files; FAA Flight Inspection Field Office (FIFO) scheduler

2. Frequency of inspection for each NAVAID and System Performance Analysis Rating (SPAR), (if applicable) for each local NAVAID
        TR: AFMAN 11-225, Section 105

3. Due dates for next inspection of each local NAVAID
        TR: AFMAN 11-225, Section 105; Local administrative files

4. Local procedures (suspense file, status board, etc.) for tracking flight inspection status
        TR: Local administrative files

5. Local procedures for coordinating flight inspection with FAA FIFO scheduler
        TR: Trainer; FAA FIFO scheduler

6. Facility flight inspection procedures, including remarks in AF Form 3616, etc.
        TR: AFMAN 11-225, Section 106

7. Local coordination procedures with maintenance, flight scheduling, flying units, etc.
        TR: LOPs

TASKS:

1. Review flight inspection files. Ensure commissioning data and most recent periodic evaluation is available for each ATCALS facility.
        TR: AFMAN 11-225; Local administrative files

2. Monitor/observe the coordination activities for an upcoming periodic, special, or commissioning flight check.
     TR: AFMAN 11-225; LOPs

3. Observe a flight inspection from an ATC facility (preferably radar).
     TR: AFMAN 11-225; LOPs

4. Determine actions to be taken if a flight check becomes overdue.
     TR: AFMAN 11-225, Section 105

5. Calculate the inspection "window" and describe how this relates to the due date of the next check.
     TR: AFMAN 11-225, Section 105

Lesson XII

Start Date_____
Date Completed_____
Trainer/Trainee Initials____/____
AOF/CC Initials_____

AIRSPACE MANAGEMENT

OBJECTIVE: To become familiar with airspace used by wing aircraft. Trainees will also meet the wing airspace manager and become knowledgeable of his/her duties and responsibilities.

TECHNICAL REFERENCES: AFI 13-201, AFI 32-7061, FAAO 7400.2, FAAO 7210.3, Federal Aviation Regulation (FAR) Part 91

KNOWLEDGE: Meet with the wing airspace manager. Discuss:

1. Current airspace projects under way
     TR: AFI 13-201; FAAO 7400.2; AOB Minutes

2. Special environmental impact issues, if any
     TR: AFI 13-201; AFI 32-7061; AOB Minutes

3. Airspace problem areas
     TR: AFI 13-201; FAAO 7400.2; AOB Minutes

4. Airspace structure in surrounding area
     TR: AFI 13-201; FAAO 7400.2

5. Obtaining waivers to FARs (including Airspace Manager involvement, if any)
     TR: FAAO 7210.3, Chapter 19

6. Military facility deviations, spill-outs, etc.
     TR: FAAO 7210.3, Chapter 5

TASKS:

1. Review the Special Use Airspace (SUA) in the local area. Know what each area is used for.
     TR: AFI 13-201; FAAO 7400.2; local area maps

2. Review SUA (outside the local area) used by wing aircraft. Know the type operations conducted in each area.
     TR: AFI 13-201; FAAO 7400.2; area maps

3. Review waiver (to FAR) application procedures. Discuss with your trainer how you would coordinate waivers to speed limit and minimum altitude requirements in FAR 91 for an airshow.
    TR: FAR Part 91; FAAO 7210.3, Chapter 19

<u>Lesson XIII</u>

Start Date_____
Date Completed_____
Trainer/Trainee Initials____/____
AOF/CC Initials_____

HAZARDOUS AIR TRAFFIC REPORT (HATR) PROGRAM

OBJECTIVE: To provide a working knowledge of the HATR program as well as local responsibilities for collecting information following HATRs. Provide experience investigating HATR incidents and preparing HATR procedures and checklists.

TECHNICAL REFERENCES: AFI 13-203, AFI 91-202, Local OPlans and LOPs

KNOWLEDGE:

1.   Discuss the purpose of the HATR program with your trainer.
     TR: AFI 91-202

2. Review AFI 13-203, AFI 91-202, and local OPlans/LOPs and procedures concerning HATR reporting and response.
     TR: AFI 13-203, chapter 11; AFI 91-202

3. Discuss local HATR procedures with your trainer.
     TR: LOPs; facility checklists

4. Discuss required AOF/CC actions following a HATR with your trainer.
     TR: AFI 13-203, chapter 11; AFI 91-202

TASKS:

1. Review local checklists and instructions concerning HATR response. Identify any requirements of AFI 13-203, AFI 91-202, or local requirements not addressed in checklists or procedures.
     TR: AFI 13-203; AFI 91-202; LOPs

2. Complete the required staff actions following a (simulated or actual) HATR under trainer supervision.
     TR: LOPs; facility checklists

3. Visit the local Safety Office and review a sample of HATRs on file. Discuss how the situations were investigated with the Flying Safety Officer.
     TR: AFI 91-202; Administrative files

<u>Lesson XIV</u>

Start Date_____
Date Completed_____
Trainer/Trainee Initials____/____
AOF/CC Initials_____

AIRCRAFT MISHAPS

OBJECTIVE: To provide experience preparing written aircraft mishap procedures and checklists and to provide a working knowledge of local responsibilities following an aircraft mishap.

TECHNICAL REFERENCES: AFI 13-203, AFI 91-202, AFI 91-204, OPlans, LOPs

KNOWLEDGE:

1. Review AFI 13-203, AFI 91-204, OPlans and LOPs concerning aircraft mishap reporting and response.
      TR: AFI 13-203, chapter 11; AFI 91-202; AFI 91-204

2. Discuss local aircraft mishap procedures with your trainer.
      TR: LOPs; facility checklists

3. Discuss AOF/CC required actions following an aircraft mishap with your trainer.
      TR: AFI 13-203, chapter 11; AFI 91-204

TASKS:

1. Review local checklists and instructions concerning aircraft mishap response. Identify any requirements of AFI 13-203, AFI 91-204 or local OPlan requirements that are not addressed in checklists or procedures.
      TR: AFI 13-203; AFI 91-204; OPlans; LOPs

2. Participate in/observe a Major Accident Response Exercise (aircraft accident scenario) and complete the required staff actions under trainer supervision.
      TR: LOPs; facility checklists

Lesson XV

Start Date_____
Date Completed_____
Trainer/Trainee Initials____/____
AOF/CC Initials_____

QUALITY ASSURANCE PROGRAM OVERVIEW

OBJECTIVE: To understand the Quality Assurance programs available to evaluate the effectiveness of ATC service and facility operations. To know the requirements and procedures to document, coordinate and follow-up on results.

TECHNICAL REFERENCES: AFI 13-203, AFI 13-216, AFI 13-218, AFI 90-201, LOPs

KNOWLEDGE: Discuss the following with your trainer, the CSE, and Facility CCTLR(s):

1. Types and importance of Quality Assurance Programs
    TR: AFI 13-203, chapter 12

2. Internally managed QA Programs: Periodic Facility Evaluations and Annual Position Evaluations
    TR: AFI 13-203, chapter 12

2.1. Periodic Facility Evaluations: Scheduling, conducting, documenting, and follow-up activity

    TR: AFI 13-203, chapter 12; LOPs

2.2. Annual Position Evaluations: Scheduling, conducting, documenting, and follow-up activity
    TR: AFI 13-203, chapter 12; LOPs

3. Externally managed QA Programs: Air Traffic System Evaluation Program (ATSEP); Air Traffic Control and Landing Systems (ATCALS) Evaluation Program; Operational Readiness Inspections (ORIs)
    TR: AFI 13-203, chapter 12; AFI 13-218; AFI 90-201

3.1. ATSEPs: Scheduling, conducting, documenting, and follow-up activity.
    TR: AFI 13-203, chapter 12; AFI 13-218
    (NOTE: See Lesson 16 for detailed training.)

3.2. ATCALS Evaluations: Scheduling, conducting, documenting, and follow-up activity.
    TR: AFI 13-203, chapter 12; AFI 13-216; .
    (NOTE: See Lesson 16 for detailed training.)

3.3 ORIs: Scheduling, conducting, documenting, and follow-up activity

TR: AFI 13-203, chapter 12; AFI 13-218
(NOTE: See Lesson 19 for detailed training.)

4. Cooperative Quality Assurance Programs: Operational Readiness Exercises (OREs); Major
Accident Response Exercises (MAREs); Midair Collision Avoidance (MACA) Program;
Pilot/Controller Liaison Program
TR: AFI 13-203; AFI 13-216; AFI 13-218; LOPs

4.1 OREs Scheduling, conducting, documenting, and follow-up activity
TR: AFI 13-203, chapter 12
(NOTE: See Lesson 19 for detailed training.)

4.2. MAREs: Scheduling, conducting, documenting, and follow-up activity
TR: AFI 13-203, chapter 12

4.3. MACA Program: AOF involvement, activity, reporting, and follow-up
TR: AFI 13-203, chapter 12; AFI 13-218
(NOTE: See Lesson 17 for detailed training.)

4.4. Pilot/Controller Liaison Program: Scheduling, conducting, and documenting visits and follow-up
activity
TR: AFI 13-203, chapter 12; AFI 13-218

5. Airfield Operations Board
TR: AFI 13-203, chapter 12
(NOTE: See Lesson 18 for detailed training.)

TASKS:

1. Observe the CSE performing a periodic facility evaluation. Document and coordinate results of the
facility evaluation.
TR: AFI 13-203, chapter 12

2. Observe /assist the CSE performing an annual position evaluation. Document and coordinate results
of the annual position evaluation.
TR: AFI 13-203, chapter 12

3. Determine the local procedure for AOF coordination on MAREs.
TR: AFI 13-203, chapter 5; LOPs

4. Accompany the AOF/CC and/or a pilot/controller liaison while conducting a liaison visit to a civil
and military flying organization. Afterwards, discuss the visit with your trainer and identify follow-up
activity required.

TR: AFI 13-203; LOPs

Lesson XVI

Start Date_____
Date Completed_____
Trainer/Trainee Initials____/____
AOF/CC Initials_____

USAF AIR TRAFFIC SYSTEM EVALUATION PROGRAM (ATSEP)

OBJECTIVE: To familiarize the AOF officer with the requirements and purpose of the ATSEP. To provide practical experience in preparing for an ATSEP visit and conducting follow-up action.

TECHNICAL REFERENCES: AFI 13-203, AFI 13-218

KNOWLEDGE: Discuss the following with your trainer:

1. The purpose of an ATSEP
       TR: AFI 13-203, chapter 12; AFI 13-218

2. Steps and procedures in preparing for an ATSEP visit
       TR: AFI 13-218; LOPs

3. Inbrief/outbrief
       TR: AFI 13-203, chapter 12; AFI 13-218, chapter 1

4. Replying to problems/observations and close-out levels
       TR: AFI 13-218, chapters 2 and 3

TASKS:

1. Review the unit's last ATSEP report and replies to observations.
       TR: AOB Minutes; Administrative files

2. Working with your trainer, prepare for an ATSEP visit.
       TR: AFI 13-203, chapter 12; AFI 13-218

3. After an ATSEP visit, conduct, coordinate, and document the quarterly follow-up activity through closure.
       TR: AFI 13-203, chapter 12; AFI 13-218

4. Complete the Airfield Operations Management (AOM) checklist. Obtain detailed answers for all answers, whether SAT, UNSAT, or N/A. Report in the same format as an official ATSEP visit. Review your findings with your trainer and follow-up as required.
       TR: AFI 13-218

5. Review the last ATSEP report and follow-up activity.
    TR: AOB Minutes; Administrative files

Lesson XVII

Start Date_____
Date Completed_____
Trainer/Trainee Initials____/____
AOF/CC Initials_____

MID-AIR COLLISION AVOIDANCE (MACA) PROGRAM

OBJECTIVE: To identify local responsibilities of the AOF staff in the MACA program.

TECHNICAL REFERENCES: AFI 91-202

KNOWLEDGE: Discuss AOF involvement in the MACA program with your trainer.
        TR: AFI 91-202, chapter 7

TASKS:

1. Attend a flying safety meeting (when MACA is to be briefed/discussed) <u>and</u> a civilian flight safety meeting (e.g. FAA Aviation Safety Seminar, etc.) (if available). Brief ATC services available from your facilities and their role in the MACA program.
        TR: AFI 91-202, chapter 7

2. Review the local MACA pamphlet. Ensure all ATC information is current and accurate.
        TR: Local MACA pamphlet

3. Meet with the wing safety office MACA representative to discuss local MACA objectives and responsibilities.
        TR: AFI 91-202, chapter 7

4. Visit a satellite airport in your local area with the wing safety office MACA representative.
        TR: AFI 91-202, chapter 7

5. With your trainer, attend a base Instrument Refresher Course (IRC) and periodic Supervisor of Flying (SOF) Meeting. Discuss the meetings and AOF involvement in them with your trainer afterwards.
        TR: LOPs

Lesson XVIII

Start Date_____
Date Completed_____
Trainer/Trainee Initials____/____
AOF/CC Initials_____

AIRFIELD OPERATIONS BOARD (AOB)

OBJECTIVE: To provide experience preparing for, conducting , and documenting an AOB meeting. Use same training items for the Air Traffic Control and Landing Systems (ATCALS) Boards where required by MAJCOM directives.

TECHNICAL REFERENCES: AFI 13-203

KNOWLEDGE:

1. Review past base AOB meeting minutes.
      TR: AFI 13-203, chapter 12; Administrative files (minutes)

2. Discuss local policies and procedures with your trainer, including:
      TR: AFI 13-203, chapter 12; LOPs

2.1. Frequency and composition of the board
      TR: AFI 13-203, chapter 12

2.2. Location and scheduling procedures
      TR: LOPs

2.3 Preparation and distribution of agenda. (Review mandatory agenda items.)
      TR: AFI 13-203, chapter 12; LOPs

2.4. Preparation of visual aids
      TR: LOPs

2.5. Local procedures for pre-briefing the board president (if practiced locally)
      TR: LOPs

2.6. Preparation, coordination, and distribution of minutes
      TR: AFI 13-203, chapter 12; LOPs

TASKS:

1. Prepare for an AOB under trainer supervision. Prepare the agenda, pre-brief the board president (if required,) schedule the meeting, prepare visual aids, and help conduct the meeting.

2. Prepare, coordinate, and distribute board minutes.
        TR: AFI 13-203, chapter 12; LOPs

Lesson XIX

Start Date_____
Date Completed_____
Trainer/Trainee Initials____/____
AOF/CC Initials_____

USAF INSPECTION SYSTEMS

OBJECTIVE: To provide hands-on experience with Air Force inspections. To provide hands-on training preparing for inspections, correcting discrepancies, and conducting follow-up documentation.

TECHNICAL REFERENCES: AFI 13-203, AFI 90-201, MAJCOM Checklists

KNOWLEDGE:

1. Discuss Operational Readiness Inspections (ORIs) with your trainer. Include:

1.1. Definition and purpose of ORIs
        TR: AFI 90-201

1.2. Steps in preparing for ORI events
        TR: AFI 90-201; Local OPlans

1.3. AOF management actions before/during the team visit
        TR: Local OPlans

1.4. The validation process
        TR: AFI 90-201

1.5. Outbrief responsibilities and procedures
        TR: AFI 90-201

1.6. Replying to discrepancies and documenting corrective actions
        TR: AFI 90-201

TASKS:

1. Review the unit's last ORI report, including replies to discrepancies, with your trainer.
        TR: Administrative files

2. Participate in unit preparation for an ORI team visit. Make appointments, build/conduct briefings, and coordinate the preparatory efforts of the airfield operations staff.
        TR: AFI 90-201, Local OPlans

Lesson XX

Start Date_____
Date Completed_____
Trainer/Trainee Initials____/____
AOF/CC Initials_____

UNIT MOBILITY OPERATIONS

OBJECTIVE: To provide familiarization with unit mobility operations, Unit Type Codes (UTCs), deployments, and deployed operations.

TECHNICAL REFERENCES: AFI 13-203, AFI 13-213, AFI 10-403, AFMAN 13-220; OPlans; HQ ACC/DOFR DATCALS Brief (Wartime Mission/Deployment Strategy/Equipment & Capabilities)

KNOWLEDGE: Discuss the following with your trainer:

1. General concept for deployment of airfield operations.
        TR: AFMAN 13-220, Chapter 1; AFI 13-213, Chapter 7

2. Airfield Operations Unit Type Codes (UTCs)
        TR: AFMAN 13-220, Chapter 3

3. Base Deployment Plans
        TR: Oplans; Base Support Plan (Parts1 and 2 (S))

4. Wing responsibilities for mobility.
        TR: AFMAN 13-220, Chapter 2; AFI 10-403

5. Wing structure at deployed locations (general)
        TR: AFMAN 13-220, Chapter 2, AFI 13-213, Chapter 7

6. AOF responsibilities in deployed environments
        TR: AFMAN 13-220, Chapter 5, AFI 13-213, Chapter 7

7. Mobility training
        TR: AFMAN 13-220, Chapter 6; AFI 13-203, Chapter 14; AFI 13-213, Chapter 7

8. Procedures and equipment that can be expected at a deployed location and the combat skills required by deployed controllers.
        TR: HQ ACC/DOFR DATCALS Brief (Wartime Mission/Deployment Strategy/Equipment & Capabilities)

TASKS:

1. Visit the Unit Mobility Officer/NCO and/or Wing Plans to review your UTC taskings (if applicable.)
     TR: Oplans; Unit Designed Operational Capability (DOC) Statement (S)

2. Compare UTC taskings (if any) with list of personnel available/ assigned to support those taskings, either as primary or alternate members.
     TR: OPlans; AFMAN 13-220, Chapter 2

3. Determine the in-place wartime mission (Base Level Assessment (BLA)) for each facility (including Base Operations) and the number of personnel needed to operate those facilities.
     TR: AFI 13-203

4. Actively participate in a deployment exercise, attending (as a minimum) the mobility concept brief. Observe AOF actions to notify tasked individuals, continue daily operations, and support the deployment effort.
     TR: Oplans; Base Support Plan

5. (Highly recommended but not required to complete this lesson): Attend a formal combat skills course (Air Combat Command Combat Skills Course, Air National Guard course, etc.).
     TR: N/A

<u>Lesson XXI</u>

Start Date_____
Date Completed_____
Trainer/Trainee Initials____/____
AOF/CC Initials_____

REQUESTING AND EMPLOYING COMBAT COMMUNICATIONS ASSETS

OBJECTIVE: To familiarize AOF officers with the availability of combat communications resources to fulfill emergency replacement of ATCALS. To provide working knowledge of procedures for coordinating requests for combat communications resources.

TECHNICAL REFERENCES: AFI 10-414, AFI 33-101

KNOWLEDGE: Discuss the following with your trainer:

1. Policies for obtaining combat communications asset
     TR: AFI 10-414

2. Funding combat communications assets
     TR: AFI 10-414

3. Limitations on use of combat communications assets
     TR: AFI 10-414

4. Responsibilities of the local unit when requesting combat communications resources
     TR: AFI 10-414

5. Procedures for requesting combat communications resources
     TR: AFI 10-414

6. Understand the Wing Initial Communications Package (WICP) available for deployment
     TR: AFI 33-101

TASKS:

1. Prepare a sample request for combat communications support. Identify proper coordination for the request. Simulate coordination of funding, allied support, and flight inspection.
     TR: AFI 10-414

2. If available, review file copies of previously submitted requests, coordination, etc.
     TR: Administrative files

<u>Lesson XXII</u>

Start Date_____
Date Completed_____
Trainer/Trainee Initials____/____
AOF/CC Initials_____

RESOURCE MANAGEMENT

OBJECTIVE: To familiarize AOF officers with the budget and resource management system at the unit level.

TECHNICAL REFERENCES: AFI 65-601V1, DFAS-DER7410-1

KNOWLEDGE:

1. Meet with the unit resource advisor. Discuss unit budget and supply procedures. (Not required if adequately covered during Lesson 1)
    TR: AFI 65-601V1

2. Meet with the flight equipment custodian. Discuss supply and budget procedures.
    TR: DFAS-DER7410-1

3. Discuss budget development procedures with your trainer.
    TR: AFI 65-601V1, DFAS-DER7410-1

4. Understand money allocated under 35114 code.
    TR: Unit resource advisor and/or base financial management (FM) officer

5. Understand the acquisition process of unit purchased equipment.
    TR: Unit resource advisor and/or base FM officer

TASKS:

1. Review the current flight budget. Prepare the next fiscal year budget for the flight, then discuss it with your trainer.
    TR: AFI 65-601V1; DFAS-DER7410-1

2. Attend a base FM resource management class (if available).
    TR: Base FM officer